

**FORT STEWART/ HUNTER ARMY AIRFIELD  
HOME BASED BUSINESS (HBB)  
APPLICATION CHECKLIST**

**HBB Application (all sections complete)**

**USAG Housing Manager Approval/ Disapproval**

**RCI Community Manager Approval/Disapproval**

**Installation Safety Approval/Disapproval**

**Additional Offices (per SC/GC guidance)**

**Business Licenses (State and/or Local Licenses)**

**Business Liability Insurance**

**Forbidden Solicitation Practices Sheet- signed**

Please submit Home Based Business application and supporting documentation to the following MWR group mailbox:

[usarmy.stewart.usag.mbx.dmwrfinance-management@army.mil](mailto:usarmy.stewart.usag.mbx.dmwrfinance-management@army.mil)

**Fort Stewart/Hunter Army Airfield**  
**Home Based Business**  
**Application Instructions**

Home Based Businesses are required to obtain permission prior to commencing operations on Fort Stewart/Hunter Army Airfield. For all questions or concerns please email MWR Group Mailbox: [usarmy.stewart.usag.mbx.dmwrfinance-management@army.mil](mailto:usarmy.stewart.usag.mbx.dmwrfinance-management@army.mil)

1. The HBB Application and the attached "forbidden solicitation practices" sheet must be completed/signed to initiate the business approval process. It is your responsibility to obtain the necessary permissions, licenses, and liability insurance. Also, in no instance will activities be authorized or continued when they will interfere with community tranquility or present safety hazards.
2. Requests must contain the following:
  - a. The name of your business, a description and how you plan to conduct this business in Family housing.
  - b. How you will solicit (contact) your customers (i.e. social media, home parties etc.)
  - c. Price list of food/products/services you will be selling. (Please include pictures if possible)
  - d. Proof that you are an authorized agent for the company you wish to represent (i.e. Scentsy, Paparazzi) (Affiliation ID#)
  - e. Hours of operation
  - f. Provide a copy of all food recipes (if applicable), and ingredients
3. You will need to obtain approval in the form of a signature from the USAG Housing Manager, RCI Community Center Manager, Installation Safety, and Additional Offices.
4. Please return your completed application and supporting documentation to DFMWR, Financial Management Office email at **[usarmy.stewart.usag.mbx.dmwr-finance-management@army.mil](mailto:usarmy.stewart.usag.mbx.dmwr-finance-management@army.mil)**
5. Upon receipt of your completed application packet, it will be reviewed and forward to SJA for review/concurrences. Based on the nature of your business enterprise, it could take up to 6 weeks before final approval is obtained. The SJA process usually takes a considerable amount of time since they are responsible for ensuring that commercial endeavors are consistent with Federal, State, and local laws, local government licensing requirements, and that there are no potential government liability and illegal advertising practices.

**Example Application for Home-Based Business Permit**

**DATA REQUIRED by the PRIVACY ACT of 1974. Authority: Title 5 USC 552a; Title 10, USC 3013. Purpose(s):** The requested information will be used by the Senior Commander or their designee to determine whether or not to grant this request. This checklist is designed as a template to be modified for use at each Army installation.

**Home-Based Business Owner**

<u>Name (Last, First, MI)</u>	<u>Name of Business</u>	<u>Telephone Number</u>
<u>Proposed Business Address:</u>	<u>Email Address:</u>	<u>Previously Approved?</u>
<u>Installation if Previously Approved:</u>		YES      NO

**Briefly describe the proposed business activity:**

<u>Business Category:</u>	<u>Spouse Owned and Operated?</u>	<u>Application Submission Date:</u>
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The following rules are written to ensure that a HBB does not negatively affect the safety, community tranquility, or the good order and discipline of an Army installation. The business owner acknowledges that the following conditions must be met:

- The HBB owner must obtain the requisite permissions, licenses (if applicable), and liability insurance prior to opening/operating.
- The HBB owner is responsible for any damages to third parties arising from the conduct of their business.
- HBB owners providing child care must register with the installation Child, Youth and School Services office as part of the Family Child Care (FCC) provider system.
- The HBB owner is required to comply with and is subject to inspection by the appropriate city, county, state or federal agency, office or department for compliance with applicable laws, codes, regulations and requirements.
- HBB's involved in food preparation may need to be approved by Army Public Health and/or the Local Health Department. The applicant must provide documentation that states the HBB meets all applicable food safety and sanitation conditions.
- The residential character of the property shall be maintained. The HBB may not occupy more than 25 percent of the home's gross floor area. Parts or materials related to the HBB shall be screened from public view and will be limited to the interior of the structure or the side and rear yards of the property. Signage is limited to what can be displayed in a single window from the inside and may not be illuminated.
- Customers may only patronize a HBB between the hours of 0600 and 2000.
- Noise, vibrations, or odors shall not be detectable beyond the property line.
- The HBB owner residing in privatized on-post housing must obtain approval to operate in writing from the community manager before submitting a request to the Senior or Garrison Commander.

**Home-Based Business Owner:** I certify that the above statements are true and that I have read and will abide by the rules above any additional guidance contained within the installation's HBB policy letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Installation Coordination**

Directorate / Office	Building	Telephone #	Recommendation		Initial	Date
Directorate, Family, Morale, Welfare and Recreation	443	912-767-5139	Application Pick-up			
USAG Housing Manager	6509	912-767-1328	Approval	Disapproval		
RCI Community Manager (if applicable)	LW50	912-877-4491	Approval	Disapproval		
Installation Safety			Approval	Disapproval		
Additional Offices (per SC/GC guidance)			Approval	Disapproval		
Directorate, Family, Morale, Welfare and Recreation	443	912-767-5139	Application Turn-in			
Judge Advocate General (Legal Review)	620	912-767-8809	No Legal Objection	Legally Insufficient		

**Reason for Dissapproval**

**Installation Approval Authority**

I have reviewed the above application for HBB permit and I have decided to approve / disapprove same. *circle one*

Expiration Date: \_\_\_\_\_  
(3 years from date of signature unless otherwise indicated)

MANUEL F. RAMIREZ  
COL, MI  
Commanding

**Return your completed application and supporting documentation to DFMWR, Financial Management Office email at [usarmy.stewart.usag.mbx.dmwr-finance-management@army.mil](mailto:usarmy.stewart.usag.mbx.dmwr-finance-management@army.mil)**

**Army Regulation 210-7, October 18, 2007**  
**Personal Commercial Solicitation on Army Installations**  
**Forbidden Solicitation Practices Sheet**

**2-9. Forbidden solicitation practices**

The following practices are forbidden:

- a. Solicitation during enlistment or induction processing or during basic combat training, and within the first half of the one station unit training cycle.
- b. Solicitation of "mass," "group," or "captive" audiences.
- c. Making appointments with or soliciting Army personnel during their normally-scheduled duty hours.
- d. Soliciting without an appointment in areas used for housing or processing transient personnel, or soliciting in barracks areas used as quarters.
- e. Use of official military identification cards or vehicle decals by active duty, retired, or reserve members of the military services to gain access to Army installations for the purpose of soliciting. When entering the installation for the purpose of solicitation, solicitors with military identification cards and/or installation vehicle decals must present documentation issued by the installation authorizing solicitations.
- f. Offering of false, unfair, improper, or deceptive inducements to purchase or trade.
- g. Offering rebates to promote transaction or to eliminate competition. (Credit union interest refunds to borrowers are not considered a prohibited rebate.)
- h. Use of any manipulative, deceptive, or fraudulent device, scheme, or artifice, including misleading advertising and sales literature. All financial products, which contain insurance features, must clearly explain the insurance features of those products.
- i. Any oral or written representations which suggest or appear that the Department of the Army sponsors or endorses the company or its agents, or the goods, services, and commodities offered for sale.
- j. The designation of any agent or the use by any agent of titles (for example, "Battalion Insurance Counselor", "Unit Insurance Advisor", "Servicemen's Group Life Insurance Conversion Consultant") that in any manner states or implies any type of endorsement from the U.S. Government, the Armed Forces, or any State or Federal agency or Government entity. AR 210-7 • 18 October 2007
- k. Making personal commercial solicitations or sales to personnel who are junior in rank or grade, or to the family members of such personnel, except as authorized in DOD 5500.7-R, sections 2-205 and 5-409.
- l. The use of Army personnel representing any insurer, dealing directly or indirectly on behalf of any insurer or any recognized representative of any insurer on the installation, or as agent or in any official or business capacity with or without compensation.
- m. The use of an agent as participant in any military service-sponsored education or orientation program.
- n. Entry into any unauthorized or restricted area.

**Army Regulation 210-7, October 18, 2007**  
**Personal Commercial Solicitation on Army Installations**  
**Forbidden Solicitation Practices Sheet**

**2-9. Forbidden solicitation practices, continued**

- o.** Assignment or use of desk space for interviews, except for specific, prearranged appointments. During appointments, the agent must not display desk or other signs announcing the name of the company or product affiliation.
- p.** Use of the "Daily Bulletin" marquee, newsletter, Web page, or any other notice, official or unofficial, announcing the presence of an agent and his availability.
- q.** Distribution of literature other than to the person being interviewed.
- r.** Wearing of name tags that include the name of the company or product that the agent represents.
- s.** Offering of financial benefit or other valuable or desirable favors to military or civilian personnel to help or encourage sales transactions. This does not include advertising material for prospective purchasers (such as pens, pencils, wallets, and notebooks, normally with a value of \$1 or less).
- t.** Use of any portion of installation facilities, to include quarters, as a showroom or store for the sale of goods or services, except as specifically authorized by regulations governing the operations of exchanges, commissaries, non-appropriated fund instrumentalities, and private organizations. This is not intended to preclude normal home enterprises, providing State and local laws are complied with.
- u.** Unauthorized advertising of addresses or telephone numbers used in personal commercial solicitation activities conducted on the installation, or the use of official position, titles, or organization names for the purpose of personal commercial solicitation, except as authorized in DOD 5500.7-R. Military grade and military service as part of an individual's name (for example, Captain Smith, U.S. Army) may be used in the same manner as conventional titles such as "Mr." or "Mrs."
- v.** Contacting Army personnel by calling a Government telephone, faxing to a Government fax machine, or sending e-mail to a Government computer, unless a pre-existing relation (that is, the Army member is a current client or requested to be contacted) exists between the parties and the Army member has not asked for the contact to be terminated.
- w.** Soliciting door to door or without an appointment

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_